

12 April 54

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT: Proposed Change to Regulation No. [REDACTED]
HOURS OF WORK

25X1A

1. I realize that this Regulation has been carefully evolved, concerns a highly technical subject, and has been completely coordinated. As I was about to authenticate it for publication I wondered whether it would not be possible to restate the provisions of paragraphs 5.b.(3)(a) through (c), and paragraphs 5.b.(4) and (5) in more simple, understandable language.

2. As I interpret the Regulation, these provisions only concern employees who work an abnormal workweek. Therefore most employees and most supervisors will not be concerned. For this reason it seems desirable to consolidate all of these special provisions under a more explanatory introduction, so that persons who are not concerned will not waste time trying to understand these special provisions.

3. Secondly I felt that it might be possible to restate these provisions in less technical language. I accordingly asked a member of my staff to attempt to do so. The result of this effort is attached. Although I believe it is technically consistent with the original provisions, this may not be entirely the case because of misinterpretation or lack of technical knowledge. In any event the revised text does seem more understandable to a layman like myself. I would therefore appreciate it if you would review this revised text and see whether you do not agree with me.

4. Incidentally, the staff member concerned asks me to point out that the deletion of all of paragraph 5.b.(5) seemed to be possible by the simple expedient of determining that the first nonworkday in an abnormal workweek is the equivalent of Saturday and the 2nd nonworkday the equivalent of Sunday. This predetermined decision seems easier to apply than to require individual determinations by the Assistant Director for Personnel.

5. It may well be that our revised text is not correct, and that you do not feel that your draft can be materially simplified for technical reasons. If so, please advise me and I will immediately authenticate the present draft.

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By:	013

L. K. WHITE
Acting Deputy Director
(Administration)

1 Attachment:
Proposed Revisions to [REDACTED]

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